

## **Section B-2**

### **Employment Support**

The contents of this Toolkit have been developed to assist you in your efforts to support family readiness. Every effort has been made to ensure that the information provided is current and accurate. However, because statutory and regulatory changes may have occurred since the publication of this Toolkit, the Office of the Assistant Secretary of Defense for Reserve Affairs cannot assume responsibility for its continued accuracy. Before taking any significant action based on the contents of this Toolkit, you should contact your Family Readiness Program representative or legal officer, as appropriate, to secure the most current information.

**Tips for Reserve Members and  
Military Commanders to  
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The employer-Reserve member relationship can suffer when communication breaks down. Unit commanders have a responsibility to seek and encourage support from, and service members need to maintain a positive relationship, with local employers. To do so can minimize problems with National Guard or Reserve activities. Here are a few suggestions to promote employer support through effective communication.

- Coordinate your activities with your Unit Employer Support Representative. There are thousands of volunteer business executives, senior government representatives, educators and military personnel who serve on state and local ESGR committees. They conduct a wide variety of information and assistance programs designed to educate unit personnel and capture the attention of employers to win their support.
- Keep employers and supervisors posted on drill dates. Be fair with employers – let them know as far in advance as possible when training is scheduled. Give them plenty of time to plan around your absence.
- Tell employers about the productive things you are learning and accomplishing while performing military service. After returning from drill or training, talk to your employer about your unit's accomplishments.
- You shouldn't give your employer the impression that your military duty is a vacation from work.
- Tell your employer about your achievements. Whenever you are promoted, complete a course, win an award or do something outstanding, let your employer know about it and express your appreciation for his or her cooperation.
- Thank your employer and supervisor for their cooperation at least once a year. Let them know their support in arranging schedules to fit your military duty is appreciated by both yourself and your unit commander. Keep in mind the ESGR awards program. You may want to nominate your employer or supervisor for recognition using the on-line award form at [www.esgr.org](http://www.esgr.org).
- Use your military training at your civilian job. The military operates some of the best technical schools in the world and many National Guard and Reserve members are graduates. Leadership and management experience received in uniform are valuable, too. They can lead to a better job and higher pay in civilian occupations.

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- Iron out misunderstandings personally. If employer issues develop, try to resolve them by personal contact. Cordial relations with your employers usually will reap cooperation. If a satisfactory solution cannot be reached, use the ombudsman services available at both the local and national levels.
- Be active in the community. Help make your unit a live, vital element in the community. Cooperate in community affairs and work on supportive projects whenever possible within the military mission. One of the benefits will be increased employer support.

Gaining the support of all employers for the role played by the National Guard and Reserve in today's Total Force structure is the responsibility of each service member and unit commander. Initiative and cooperation can be important factors in employer support and understanding. Without the support and cooperation of your civilian employer, you could encounter difficulties in your efforts to perform their military duty. With support, our national defense will remain strong and ready. For further information, **contact National ESGR through their toll-free number at 1-800-336-4590 or via the Web site: <http://www/esgr/org/>.**